



San Bernardino County Recorder-Clerk

222 W. Hospitality Lane, 1st Floor
San Bernardino CA 92415-0022
Hours: 8:00 a.m. to 5:00 p.m., Monday-Friday
(855) REC-CLRK
www.sbcounty.gov/arc

HOW TO TRANSFER TITLE

The present owners of the property will need to complete a deed form (such as Grant Deed, Quitclaim Deed, etc), have it notarized and record it in the county where the property is located. If a deed is not properly prepared, title may not transfer correctly. We recommend that you seek legal advice before considering the recording of a deed transferring title.

Forms you will need:

1. [Deed form](#) - Deed forms may be obtained from attorneys or real estate professionals or may be downloaded from our web site. The Recorder's Office is prohibited from giving any legal advice.
2. A copy of the previous deed – this information is needed to complete the new deed form.
3. [Preliminary Change of Ownership](#) form is required or an additional fee of \$20.00 will be charged for recording.

[San Bernardino County Fee Schedule](#)

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